

## **ACTION TO TAKE IF INVOLVED IN AN ACCIDENT WHILE DRIVING A GOVERNMENT OWNED VEHICLE (GOV)**

**Operators involved an accidents regardless of severity shall:**

- 1. Stop immediately and call CFAS Security if involved in an accident on or off base. From a Base phone call 252-2374 or 3446 off base or from cell phone call 0956502374 or 3446**
- 2. Call for medical assist if there are any injured personnel. Do not move injured people unless absolutely essential for their safety. 911 on base and 119 off base**
- 3. Warn other motorists of any existing highway hazard. During hours of darkness or poor visibility, flares or reflectors shall be used.**
- 4. Do not leave the scene of the accident unless authorized to do so by CFAS Security or local law enforcement officer.**
- 5. Complete a Standard Form (SF) 91, Motor Vehicle Accident Report. If an SF- 91 cannot be prepared by the operator because of injury or death, then the report shall be completed by the next senior person directly responsible for motor vehicle operations. Expeditiously deliver completed SF- 91 to the PWD transportation officer. Ensure all applicable blocks are filled out and the SF-91 has been signed by CFAS Security department.**

## **(CONTINUATION OF ACTIONS TO TAKE IF IN A GOV ACCIDENT)**

- 6. Do not give oral or written statements to claimants or their agents concerning liability, investigation findings, or possibility of claim approval. But you must provide accident information to Security and local police.**
- 7. You must comply with local laws governing the reporting of motor vehicle accidents. Official reports shall be submitted through official channels to the appropriate claims officer for review to ensure that U.S. Government rights are not prejudiced by an admission of liability for the Government.**
- 8. Do not provide official accident investigation reports to a claimant or any individual or representative of any non-DoD organization, including local officials, without first obtaining permission from CFAS Legal office.**
- 9. Complete a DD Form 518, Accident Identification Card, at the scene of the accident, or as promptly as possible thereafter, and provide to the all other parties involved in the accident.**
- 10. If vehicle is still safe to operate bring the vehicle to PWD Transportation immediately after the accident or at the start of the next work day. If the vehicle is not safe to drive call the CDO and ask the CDO to contact PWD for wrecker services. We will need to know the location of the accident and the vehicle plate number.**